

**UNIVERSITY OF THE PHILIPPINES BAGUIO**

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Email Address: [spmo.upbaguio@up.edu.ph](mailto:spmo.upbaguio@up.edu.ph)**REQUEST FOR QUOTATION (RFQ)**

PROCUREMENT PROJECT: Supply and Delivery of Various Laboratory Glasswares for College of Science

Purchase Request No.: 20091; 20151; 20122

Approved Budget for the Contract: Php 61,200.00

Date: **August 29, 2023**RFQ No.: **3358**MOP: **NP - Small Value Procurement****INSTRUCTIONS:**

- Accomplish this RFQ correctly and completely.
- Bidder should attach a copy of the latest Business Permit, PhilGEPS Registration and Notarized Omnibus Sworn Statement (OSS).  
In Addition:
  - For Corporations & Cooperatives: A Notarized Secretary's Certificate or Notarized Board Resolution;
  - For Sole Proprietorship: A Notarized Special Power of Attorney if the OSS Affiant is other than the Sole Proprietor.
- \*Warranty shall be 6 months for for supplies and materials, 1 year for equipment from the date of acceptance of the Procuring Entity.
- Submit your quotation at the Supply and Property Management Office, UP Baguio OR may email at [spmo.upbaguio@up.edu.ph](mailto:spmo.upbaguio@up.edu.ph) and cc: [bac.upbaguio@up.edu.ph](mailto:bac.upbaguio@up.edu.ph) & [jebagsic@up.edu.ph](mailto:jebagsic@up.edu.ph) with RFQ No. as part of the subject NOT LATER THAN 5:00 PM on September 04, 2023.
- Price validity shall be for a period of 90 calendar days.
- Bidders must indicate the Brand and Model Number offered when appropriate.
- Failure to follow these instructions will disqualify your entire quotation.

Please quote your lowest government price (including VAT) on the item/s listed below, and state the time of which you can make delivery. The information stated below shall be the basis for the evaluation and calculation of your quotation.

*RLT*  
**RUEL C. LESTINO**  
 Head, SPMO

ITEM NO.	GENERAL DESCRIPTION	STATEMENT OF COMPLIANCE TO TECHNICAL SPECIFICATIONS (PLEASE CHECK)		UOM	QTY	UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	
		YES	NO							
1	Volumetric flask, 1000ml volumetric flask, glass with stopper,			pc	5	/ 990.00	4,950.00			
2	Test tube, micro, Microtestubes: glass, Test Tube 5mL, 13*75mm			pc	250	/ 20.00	5,000.00			
3	Glass Pasteur Pipette Dropper, 150mm, 3ml capacity with rubber bulb,			pc	150	/ 35.00	5,250.00			
4	Rubber stopper, Top Diameter: 24mm, Bottom diameter: 18mm			pc	50	/ 20.00	1,000.00			
5	Reagent bottle, 250ml, glass, amber, with plastic screw cap			pc	10	/ 350.00	3,500.00			
6	Reagent bottle, 500ml, glass, clear, with plastic screw cap			pc	10	/ 450.00	4,500.00			
7	Microcentrifuge Tube, Polypropylene (pp) w/ attached snap, graduated, 1.5ml			pck	4	/ 1,450.00	5,800.00			
8	100uL-1000uL Universal Pipette Tips-Blue, Polypropylene			pck	2	/ 1,700.00	3,400.00			
9	1uL-200uL Universal Pipette Tips-Yellow, Polypropylene			pck	2	/ 2,900.00	5,800.00			
10	Tissue cell culture dish, 60 pcs per box			box	1	/ 16,000.00	16,000.00			
11	Tissue Culture multiwell plate plant tissue culture media kit, 50 pcs per box			box	1	/ 6,000.00	6,000.00			
	-Contract Award: per Line Item									
	-Delivery Period: within 60CD upon receipt of NTP									
	*-WARRANTY included									
	-*** Nothing Follows ***-									
<b>TOTAL:</b>							<b>61,200.00</b>	<b>BID TOTAL:</b>		
<b>TOTAL QUOTED AMOUNT IN WORDS:</b>										

After having carefully read and accepted your General Conditions, I/We quote you on the Item at prices noted above.

Name of the Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Name of Representative: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Signature: \_\_\_\_\_

Tel. No. : \_\_\_\_\_  
 Fax No. : \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Date: \_\_\_\_\_